



# PIPELINE PERSONNEL RE-CERTIFICATION APPLICATION

## Application Instructions

Recertification is an essential part of the an accredited certification process. Standards, technologies, methodologies and regulations change with time and the recertification requirement is designed to ensure certificants are keeping up to date with those changes. Recertification demonstrates a commitment to maintain competency.

This application contain eight sections:

- Section 1: Applicant Information
- Section 2: Special Testing Accommodations
- Section 3: Certificate and Certificant Registry
- Section 4: Fees & Payment Information
- Section 5: Refund Policy
- Section 6: Code of Conduct
- Section 7: Candidate Agreement and Statement of Acknowledgment

Please ensure all sections of your application is complete. If you have any questions, email [application@CERTIVATION.com](mailto:application@CERTIVATION.com).

The application information is held in strict confidence according to the CERTIVATION GmHB Confidentiality Policy as stated in the Candidate Handbook.

Your legal name must match the name on the government-issued photo identification you will be presenting to the proctor in order to be admitted take the certification examination.

The contact information you provide will be used for all correspondence with the email address the main form of communication. The address may be either your personal address or business address.

Application fees are **NON-REFUNDABLE**; candidates are encouraged to review the eligibility and evidence requirements detailed in the Candidate Handbook prior to applying.

Applicants whose application is incomplete and/or any of the required documentation is missing, will be notified by email. The email will include the list of discrepancies and inform the applicant that they have thirty-(30) days to correct the discrepancies.

Applicants are responsible and encouraged to save a copies of all documentation submitted.

## Section 1: Applicant Information

Legal Name

Recertification Applying to

Certification #

Expiration Date

### Contact Information

Has any of your contact information recently changed?      YES      NO      If yes, please update

Email Address

Daytime Phone Number

Mailing Address

Country:

## Section 2: Special Testing Accommodations

The purpose of test accommodations is to provide all candidates with full access to the test. However, test accommodations are not a guarantee of improved performance or test completion. CERTIVATION GmbH will provide reasonable and appropriate test accommodations to individuals with documented disabilities who demonstrate a need for test accommodations.

I received Special Testing Accommodations on previous Certification Exams.

I **did not** receive Special Testing Accommodations on previous Certification Exams and will be applying for special testing accommodations for this re-certification exam.

I understand that my application will **NOT** be approved until I submit the required documentation.

## Section 3: Certificate / Certificant Registry

### CERTIFICATE

Enter your name exactly as it should appear on your certificate. This does not have to match your government issued ID.

## 1.1 CERTIFICATE REGISTRY

The Certification Registry is an up-to-date record of individuals who have earned a certification and those who have chosen to keep it active. The registry is an opportunity for employers and recruiters to verify your certification. Certificants can opt out of the having their name published in the online registry during the application process. However, we are obligated to give this information on request on the basis of ISO/IEC 17024.

No personal contact information, such as email, physical address, or phone number, will be included in the registry. Inclusion in the registry is voluntary. If you have an active certification and choose not to be listed in the certification registry, your information will not be included. You will not be notified if a request is made about the status of your certification. You can opt out of the listing in the registry at any time.

The certification registry will only include the following information:

- Certificants Name
- Personnel Certification Number
- Personnel Certification Expiration Date
- Personnel Certification Type
- Country Of Residence

I want my name to be included in the certification registry.

I **DO NOT** want my name to be included in the certification registry.

## Section 4: Fees & Payment Information

### Re-Certification Fee

In order to maintain active certification status, candidates must apply for renewal of certification to the Certification committee every five-(5) years. Refer to the candidate handbook for the recertification process.

Applicants, whose applications is incomplete and not corrected within thirty-(30) days of notification will forfeit their application fee and will be required to repay the application once if they restart the application process.

- Individual Competency Re-Certification Fee: \$350
- Pipeline Integrity Engineer Re-Certification Fee: \$500

### Payment Information

All payments must be made by either a Visa or MasterCard credit card. We do **NOT** accept American Express. Payments can be made through the CERTIVATION website.

## Section 5: Refund Policy

1. Fees are subject to change and it is the applicant / candidate's responsibility to submit the current fee for any aspect of the certification. A description of all fees are published in the candidate's handbook and in Section 8 of this application.
2. Application fees are non-refundable, which is why candidates are encouraged to review the eligibility requirements prior to applying.
3. Applicants whose applications are incomplete and fail to correct any and all discrepancies within thirty-(30) days of notification, forfeits their application fee.
4. Candidates arriving thirty-(30) minutes after the scheduled start exam time will be considered absent and will forfeit their exam fee.
5. Candidates who are a no show, forfeits their exam fee.
6. Candidates who fail to take their exam within the one-(1) year timeframe, which begins at the time of payment for the exam, forfeits all fees paid.

7. Refunds are not granted to candidates who forfeit or fail the examination; this includes candidates who cannot produce the required identification for exam admittance. Under these circumstances candidates will be considered absent, will forfeit the full examination fee, and will be required to repay the examination fee.
8. Refunds and partial refunds for examination fees are granted at the discretion of the CERTIVATION GmbH certification management for extenuating circumstances only

By signing below, I am acknowledging that I read and understand the refund policy.

Date

## Section 6: Code of Conduct

The Code of Conduct establishes the basic ethical standards for the professional behavior of certificants. Although a Code of Conduct cannot include rules for every imaginable situation, it is designed to provide both appropriate ethical practice guidelines and enforceable standards.

As a condition of earning and maintaining certification, I agree to uphold and abide by the following tenets:

1. Exercise a reasonable industry standard of care in the performance of professional duties
2. Perform professional duties with trust, integrity, and verity
3. Respect human rights
4. Hold paramount the health and safety of the public in the performance of professional duties.
5. Work in a manner consistent with all applicable laws and regulations; demonstrate integrity, honesty, and fairness in all activities; and strive for excellence in all matters of ethical conduct.
6. Act with integrity in any relationship that involves an employer or client and disclose fully to an affected employer or client any conflicts-of-interest resulting from business affiliations or personal interests. Voluntarily and immediately report any felony convictions or other legal dispositions that would constitute violations of this Code of Conduct that have not already been disclosed, regardless of when they occurred, and report any conditions that prohibit fulfillment of duties as set forth in the competence requirements

By signing below, I agree to abide by the code of conduct.

Date

## Section 7: Candidate Agreement Acknowledgement

The candidate for the award or certification of a competency agrees and acknowledges, by signing below, to the following provisions:

1. the competence assessment and all related materials sent to the candidate are copyrighted and strictly confidential, and shall not be shared with any third party;
2. the candidate has seen and understands the relevant Competence Standard(s), contents, requirements, and criteria, and believes he/she meets these;
3. the candidate agrees to notify CERTIVATION in a timely manner of changes concerning the information they have provided, including my current address and telephone number;
4. the candidate agrees to notify CERTIVATION without delay, of any matter that affects the individual's ability to continue to fulfil the Personnel Certification requirements once Personnel Certification is granted;
5. the candidate accepts and agrees with the assessment and its criterion (subject to item 10);
6. the candidate will act in a truthful and honest manner at all times and declares that all information and documentation he/she submits is correct and an honest record of his/her education, qualifications and experience;
7. the candidate will not participate in fraudulent test taking practices;
8. the candidate will submit all required information and documentation prior to any award or certification, and that all materials submitted become the property of CERTIVATION GmbH, and are not required to return the materials;
9. information related to the participation in this assessment may be used in an anonymous manner for research purposes only;
10. the candidate is aware of the grievance and appeal process, and will accept the final outcome of such process;
11. the candidate will comply with all applicable provisions of this assessment and any resulting certification scheme;
12. the applicant/candidate will immediately cease the use of all claims to the assessment or certification that contain any reference to the Assessment, CERTIVATION GmbH or any award by such CERTIVATION GmbH upon suspension or withdrawal of such certification, and to return all certificates issued by the CERTIVATION GmbH;
13. the candidate will only make claims regarding this assessment only with respect to the scope for which the certification has been granted;
14. the candidate hereby releases, discharges and indemnifies CERTIVATION GmbH, QPPI Certification Board, ROSEN Swiss AG, all related ROSEN entities, its directors, officers, members, examiners, employees, attorneys, representatives and agents from any actions, suits, damages, claims or obligations arising out of or in connection with this application and the awarded competency or qualification. The candidate further agrees and understands that all decisions regarding competency or qualification award rest solely in the discretion of Body;
15. the candidate agrees not to use the use the certification in such a manner as to bring the certification body into disrepute, and not to make any statement regarding the certification which the certification board considers misleading or unauthorized;
16. the candidate agrees not to use the certificate in a misleading manner;
17. Information about applicants / candidates / certificants and their application status and examination results are considered confidential. Personal information submitted by the applicants /candidates / certificants with an application is considered confidential. Confidential information will not be released unless a signed release is provided or is required by law. When required by law, the applicants / candidates / certificants will be notify to the extent permitted by law.
18. The applicant/candidate understands the certification exam is proctored by an invigilator and will be monitored via a webcam.
19. The applicant/candidate understands during the validation process, they will be required to pan their monitor / camera around the room to get a 360° view.

Any violation of the above provisions may result in the immediate suspension or withdrawal of the assessment or certification. The candidate can appeal the suspension or withdrawal in accordance with the discipline policy. If the candidate does not appeal or the suspension / withdrawal is upheld, then the assessment and/or certification will be immediately rescinded.

The candidate has read this Candidate Agreement and Statement of Acknowledgment in its entirety, understands it and agrees with it. By signing below, the candidate agrees to comply with all the above provisions.

Date